

SYLLABUS FOR SEMESTER I (F.Y BBA)

Type of Course: Financial Accounting

Objectives:

The subject of Financial Accounting includes basic concepts underlying the accounting practices and its techniques with special reference to Sole-Proprietorship, Trading and Non-Trading Concerns. The syllabus also includes computerized accounting using the software TALLY.

Prerequisite:

Teaching and Examination Scheme:

L- Lectures; T- Tutorial/Teacher Guided Student Activity; P- Practical; C- Credit; ESE- End Semester Examination; PA- Progressive Assessment

Contents:

Sr. No.	Topic	Weight age	Teaching Hrs.
1	A) Fundamentals Of Accountancy	7%	3
	Meaning, Scope and Utility of Accounts, Methods of keeping Books of Accounts, Difference between Book Keeping and Accountancy, Users of Accounts, Fundamental Accounting Equation, Types of Accounts, Rules of Debit and Credit, Types of Transactions, Types of Assets and Liabilities		
2	B) Capital, Revenue, Deferred Revenue Expenses, Reserves, Provisions And Contingent Liability	7%	3
	Meaning and difference between Capital and Revenue Incomes and Expenses, Identification of Capital and Revenue Expenses and Incomes, Meaning of Deferred Revenue Expense, Difference between Reserves and Provisions, meaning of Contingent Liability		
3	C) Accounting Concepts, Conventions & Principles	11%	2
	Accounting Principles, Policies, Concepts and Conventions. Generally Accepted Accounting Principles, Identification of different Accounting concept applied in various transactions, its accounting entries and its		

	presentation in Annual Financial Statement		
4	Accounting For Non Trading Concerns	25%	14
	Meaning of Non Trading Concern, Annual Financial Statements of Non Trading Concerns (NTC), and How NTC differs from Trading Concern, Identification of Capital and Revenue Items for non trading organizations, Receipts and Payments Account, Income and Expenditure Account, Balance Sheet, Concept of different funds and their accounting treatment. (Practical Examples of Clubs & Hospitals)		
5	Final Accounts Of Sole Proprietary Concern	25%	14
	Preparation of Final account of sole Trading.		
6	Accounting Entries In Tally 7.2 Using Vouchers	25%	14
	Relevant vouchers in printed/physical form to be provided to students as documentary evidence and accounting entries in Tally 7.2 (accounts only) to be passed and it will be evaluated on the basis of Day Book, Trial Balance, Profit and Loss Account and Balance Sheet. Opening balances of certain Ledger Accounts may also be given in case of continuing firm.		

Text Books Reference Books:

1. Accounting for Managers – J. Made Gowda – Himalaya Publishing House
2. Introduction to Accountancy – T. S. Grewal & S. C. Gupta – S. Chand – 8th Edition
3. Modern Accountancy - Hanif Mukerji – TMH
4. Financial Accounting by Dr. Kaustubh Sontake – 1st Edition – Himalaya Publishing House

Bachelor of Business Administration (BBA) Syllabus

SYLLABUS FOR SEMESTER I (F.Y BBA)

Type of Course: PRINCIPLES OF MANAGEMENT – 1

Objectives:

The modern -day businesses in the manufacturing as well as service sectors are faced with the challenges of intense competition nationally and globally. Hence, these business units are forced to recognize the impact of appropriate management skills. Owing to the growing need of inculcating management knowledge & skills consciousness, the area of principles of management has emerged as a vital branch of accounting. The field of management has undergone a sea change and has today assumed a form of a profession with a well-defined body of knowledge. This knowledge is continuously evolving and new issues and findings are constantly emerging. This field is attracting many people who want to undergo a formal training in this area.

1. To introduce the basics of management knowledge and enabling the student to correlate it with the practical aspects of its application.
2. To build a base for learning management knowledge and acquiring prerequisite skills.

This subject is designed to provide a basic understanding to the students with reference to working of business organizations through the process of management. The first part of this course (offered in the first semester) will give a brief understanding of the managerial functions of planning (including decision making) and organizing. The second part (offered in the second semester) will throw light on the managerial functions of staffing, directing and controlling.

Contents:

Sr. No.	Topic	Weightage	Teaching Hrs.
1	Unit – 1 Introduction to Management and Planning: Management: Meaning and process of management. Planning: Meaning; planning process; planning premises; types of plans – based on Breadth and use.	25%	10

2	Unit – 2 FORECASTING, DECISION MAKING Forecasting: Meaning; techniques of forecasting – Historical analogy method, survey method, business barometers, time series analysis, regression analysis, significance and limitations of forecasting Decision making: Meaning; decision making process; techniques of decision making – Decision Tree, PERT and CPM.		10
3	Unit 3- ORGANIZING – PART 1	25%	10
	Introduction - Meaning of organizing; principles of organizing.		
	Departmentalization: Meaning; bases of Departmentalization, function wise, product wise, territory wise, process wise and customer wise.		
	Delegation: Meaning, elements of delegation; principles of effective delegation		
	Centralization and decentralization: Meaning; factors affecting degree of centralization and decentralization.		
4	Unit 4 : ORGANIZING – PART 2: TYPES OF ORGANIZATIONS	25%	10
	Formal organizations: Line; Functional; Line and staff; Committee (only the meaning, advantages and limitations of all the four forms)		
	Informal organizations: Meaning; benefits; problems.		

Text Books:

Principles of Business Management, by Stephen P. Robbins

L. M. Prasad; Principles of Management; Sultan Chand and Sons, 6th Edition

Reference Book:

Gupta, Sharma and Bhalla; Principles of Business Management; Kalyani Publications; 1st edition.

Bachelor of Business Administration (BBA) Syllabus

SYLLABUS FOR SEMESTER I (F.Y BBA)

Type of Course: Forms of business organization

Objectives:

The objective of this subject is to make the students understand the complex and dynamic structure of modern businesses along with the implications – positive and negative, as now businesses are far more than just individual or family owned business.

Prerequisite:

Teaching and Examination Scheme:

Contents:

Sr. No.	Topic	Weightage	Teaching Hrs.
	Unit 1- Introduction to Forms of business organization		
	Sole proprietorship, partnership, Joint Stock Company: Meaning; definition under the Company's Act 1956; types; difference between Public Ltd. and Pvt. Ltd. companies; formation procedure (promotion, incorporation, subscription and commencement) detailed study of Memorandum of Association, Articles of Association, Prospectus and Statement in lieu of Prospectus	30%	12
	Unit 2- Company Management		
	Director – meaning; definition under Company's Act 1956; position; qualifications and disqualifications of a director; number of directors; powers, duties and liabilities of directors.	30%	

	Company Secretary – definition under Company’s Act 1956; position, qualifications; appointment; powers and duties of a Company Secretary		
	Unit 3 : Company Meetings, Resolutions and Minutes		
	<p>Company meetings - Meaning; types</p> <p>i. Shareholders meetings – statutory meeting; AGM and EGM; provisions regarding quorum, agenda, time and place of holding the meetings, notice; purpose of holding these meetings; business transacted at these meetings.</p> <p>ii. Board Meetings – provisions regarding time, place, notice, quorum, agenda; purpose of holding board meetings</p> <p>Resolutions – meaning; types;</p> <p>Minutes – meaning; signing</p>	25%	10
4	Unit 4 : Business Combinations		
	Business Combinations - Meaning; causes/reasons of combinations; economies (benefits) and diseconomies (evils) of combinations; types – horizontal, vertical forward and backward, lateral convergent and divergent, circular.	15%	6

Text Books:

(1) M C Shukla; Business Organization and Management; S. Chand Publication

Reference Book :

(1) Fundamentals of Business Organization & Management by Y.K.Bhushan (Sultan chand & Sons

(2) Management & Organization by C.B. Gupta)

Bachelor of Business Administration (BBA) Syllabus

SYLLABUS FOR SEMESTER I (F.Y BBA)

Type of Course: Principles of Economics –Micro

Objectives:

Knowledge has many branches and Economics is an Important and useful branch of knowledge. The knowledge of Economics is being used for initiating and accelerating growth in the Economies

1. To expose students to basic micro economic concepts.
2. To apply economic analysis in the formulation of business policies.
3. To use economic reasoning to problems of business.

Contents:

Sr. No.	Topic	Weightage	Teaching Hrs.
	Unit 1- Introduction to Micro Economics		
	Definitions of Economics: Scarcity and Growth definitions	25%	6
	Introduction to Micro Economics: Definition, Scope, Importance and Limitations of Micro Economics		
	Important Concepts :Economic goods and Free Goods, Price and Value, Want and Demand, Production Possibility Curve	25%	7
	Economic Systems: Planned Economy, Free Market Economy and Mixed Economy		
	Unit 2- Theory of Demand	25%	13

	<p>Theory of Demand : Meaning of Demand and Determinants of Demand – Demand Function</p> <p>Law of Demand-Assumption of Law and Diagram</p>		
	<p>Expansion and Contraction of Demand, Increase and Decrease in Demand, Usefulness of Law of Demand, Exceptions to the Law of Demand</p>		
	<p>Utility Analysis: Concept of Utility, Law of Diminishing Marginal Utility</p>		
	<p>Derivation of Demand Curve on the basis of the Utility analysis , Consumer’s Surplus</p>		
	<p>Unit 3 : Theory of Supply</p>		
	<p>Meaning of Supply, Determinants of Supply, Expansion and Contraction of Supply, Increase and Decrease in Supply</p>	25%	10
	<p>Demand and Supply as determinants of Price</p>		
	<p>Meaning of Market, Types of Market and their important features: Perfect Competition, Monopoly, Monopolistic Competition and oligopoly</p>		
	<p>Unit 4 : Theory of Distribution</p>		
	<p>Marginal Productivity Theory of Distribution.Rent: Concepts of Differential Rent and Scarcity Rent, Economic and Contract Rent, Quasi Rent, Pure Rent and Quasi Rent</p>	25%	10
	<p>Wages: Concepts of Time Wages, Piece Wages, Money wages, real Wages, factors determining real Wages</p>		
	<p>Interest: Gross and Net Interest. Components of Gross Interest Profit: Theories of profit – risk, uncertainty, innovation</p>		

Text Books:

(1) Micro Economic Theory by R. Cauvery (S.Chand Publication.)

Reference Book :

(1) Modern Micro Economics by H.L Ahuja (S Chand Publication)

(2) Modern Economic Theory by K.K Dewett (S. Chand Publication)

(3) Elementary Theory by K.K. Dewett & J.D.Verma. (S.Chand Publication.)

(4) Principles of Economics by D.M.Mithani (Himalaya Publication)

Bachelor of Business Administration (BBA) Syllabus

SYLLABUS FOR SEMESTER I (F.Y BBA)

Type of Course: BUSINESS MATHEMATICS

Objectives:

To create a better understanding of Mathematical concepts in solving business related problems. The course serves as a good foundation for further study in management, accounting ,marketing and finance.

Contents:

Sr. No.	Topic	Weightage	Teaching Hrs.
	Set theory		
	Introduction, Representation of sets ,Types of Sets, Venn Diagrams, Operations on Sets, Cartesian Product of two Sets, Applications of Set Theory	10%	6
	Functions		
	Meaning and Definition of Function, Types of functions, Some Special Functions (Log Function; Exponential Function; Modulus Function), Graphical Presentation of Functions, Zeros of a Function, Functions used in Economics (Demand, Supply, Revenue, Cost, Profit, Production, Average Cost & Average Revenue), Application of Function to Business: Break-even Analysis Functions & Their Applications	15%	9
	Permutations and Combinations		
	Introduction, Fundamental principle of counting, Important notations, Permutation of n different things, of things not all different, restricted permutations, different formulas on combination, complementary	18%	11

	combination, restricted Combination, Applications		
	Basic Sequences and Series		
	Meaning of Sequence & Series, General Terms of Sequence, Sum of Series; Arithmetic Progression, Sum of a series, Arithmetic Mean; Geometric Progression, Sum of a series, Geometric Mean; Introduction to Harmonic Progression, Sum of the Finite & Infinite Progression & Applications.	17%	10
	Determinant and Matrices		
	Introduction, Types of matrices, operations on Matrices Multiplication by scalar, Multiplication of two matrices, Determinants of a Square Matrix, Adjoint of Matrix, Inverse of matrix (up to 3x3 matrix using adjoint matrix) Applications to business problems and solving simultaneous equations up to 3 Variables (by Cramer's Rule, by using definition of Inverse of a Matrix.	20%	12
	Co-ordinate Geometry		
	Cartesian Co-ordinate System, General Equation of Straight Line, Standard Equation of Straight Line, Distance Formula; Intercept & Slope of a Line, Different Forms of Equations of a straight Line, Concept and properties of Perpendicular and Parallel Lines	20%	12

Text Books:

1. Business Mathematics by Sancheti & Kapoor, Sultan Chand & Company
2. Business Mathematics . (Second Edition) – Qazi Zameeruddin, Vijay K Khanna, SK

Bhambri. (Vikas Publication)

Reference Books:

5. Business Mathematics: Kashyap Trivedi and Chirag Trivedi
6. Mathematics for Management An Introduction – M Raghavachari (Tata McGraw Hill)

PARUL UNIVERSITY

BBA SEMESTER 1

GENERAL ENGLISH

Type of Course: General English

Prerequisite: Basic Knowledge of General English (LSRW).

Rationale: Knowledge of General English is essential for Students

Lecture Contents

Sr. No.	Topic	Weightage	Teaching Hrs.
1.	Theory of Communication and Grammar	30%	14
	1. Grammar <ul style="list-style-type: none">• Tenses• Subject-verb agreement• Preposition• Articles• Modals• Business Vocabulary• Correct arrangement of letters to make a word• Business Idioms• One word substitute		
2.	2. Listening Skills	10%	05
	<ul style="list-style-type: none">• Process & Types of Listening• Barriers to Effective Listening• Tips for Effective Listening skills• Practice: Listening to an audio, telephonic conversation		
3.	Speaking Skills & Reading :	20%	15
	<ul style="list-style-type: none">• Reading Strategies• Techniques of reading• Techniques to read faster• Reading Comprehension• Presentation Strategies• Defining the Purpose of Presentation• How to Make an Effective Presentation:• Knowing /Analyzing audience• Organizing content and preparing an outline• Presentation• Role Play• Story telling• ITEP (International Test of English Proficiency) – Speaking Task 1: To speak on a given topic for 1 minute		

	<ul style="list-style-type: none"> IELTS (International English Language Testing System) Task 1: To speak on a given topic for 2 to 3 minutes 		
4.	Writing Skills <ol style="list-style-type: none"> Developing Writing Skills <ul style="list-style-type: none"> Methods of writing better 7C's of communication Making quick notes Picture Description <ul style="list-style-type: none"> 1st person description 3rd person description Dialogue writing Paragraph Writing/Development <ul style="list-style-type: none"> Introduction Central Components of Paragraph Development Techniques for Paragraph Development ITEP – Writing Task 1: write a short note to respond to a simple situation or topic (75 to 100 words) Story Writing / Completion (from given points / description / set of pictures) 	40%	18
		TOTAL	52

Reference Books:

- Sangeetha Sharma, Meenakshi Raman, Technical Communication : Principles And Practice 2008, Oxford University Press, New Delhi (Green Cover page)
- Deeptha Achar, et al, English for Academic Purposes-I, Orient Black Swan
- Dr. Lin Lougheed, Barron's The Leader in Test Preparation 2011, New Age International (P) Limited Publishers, New Delhi
- UTS Insearch English Prepare for IELTS: Academic module 2012, University of Technology, Sydney
- Frangoise Grellet, Developing Reading Skills: A Practical Guide to Reading Comprehension Exercises 1981, Cambridge University Press
- Kumar S and Lata P, Communication Skills 2011: New Delhi Oxford University Press
- George and William, Objective General English 2013, Khurmi Publishers Pvt Ltd.
- Parul Popat and Kaushal Kotadia, Communication Skills, Pearson Publication
- Bill Mascull, Business Vocabulary in Use, Cambridge University Press
- Arun Sharma and Meenakshi Upadhyay, How to prepare for Verbal Ability and Reading Comprehension for the CAT, Tata MacGraw Hill

Bachelor of Business Administration (BBA) Syllabus

SYLLABUS FOR SEMESTER I (F.Y BBA)

Type of Course: INTRODUCTION TO COMPUTER AND APPLICATIONS

Objectives:

Computers are a part of life-personal, social and professional. Use of computers has pervaded all forms of activities and all aspects of human society. It has become inevitable for students of management to learn computers and its application.

- To introduce the students to the fundamentals of computers and familiarize them with the jargon commonly used by computer literates.
- To introduce the students with some basic tools and applications which will enable them in e-communicating effectively and analyse data for decision making using data of different kinds?
- To introduce the student to the internet and its applications and thereby empowering him to utilize e-sources for upgrading his knowledge base.

Contents:

Sr. No.	Topic	Weightage	Teaching Hrs.
	UNIT 1: INTRODUCTION TO COMPUTERS, & OPERATING SYSTEM. Windows & its Utilities: Computer system components, Input devices, Output devices, storage devices, computer storage elements, types of computer, Applications of computers, advantages of using computer Operating System: Computer software categories	25%	15

	<p>Introduction to operating system</p> <p>Types of User Interfaces</p> <p>Functions of Operating Systems</p> <p>Types of Operating Systems</p> <p>Examples of Operating system</p> <p>Booting Process</p> <p>Windows</p> <p>Introduction to Windows, features of Windows, various versions Components Of Windows, Desktop, icon, My computer, My documents, Network Neighborhood, Recycle bin, start menu, taskbar, Windows Explorer</p> <p>Control Panel - Date & time, display, mouse, user accounts, add & remove programs.</p> <p>Files and Folders: Creating Folder, Folder Operations (copying, moving and deleting) Creating files & file operations Creating Shortcuts, System Tools.</p> <p>Internet and Outlook:</p> <p>What is Internet</p> <p>Most popular internet services</p> <p>Functions of Internet like email, WWW, FTP, Usenet, instant messaging, Internet Telephony</p> <p>How Internet works</p> <p>Connecting to Internet</p> <p>Managing emails</p> <p>Using address book</p> <p>Working with task list</p> <p>Scheduling appointments</p> <p>Reminders</p>		
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	<p>Events</p> <p>Journals</p> <p>Notes</p>		
	<p>Unit 2- MS WORD & INTRODUCTION TO EXCEL</p> <p>Creating, navigating and editing Word documents</p> <p>Formatting text of a document</p> <p>formatting , viewing and printing a document</p> <p>Inserting and removing page breaks</p> <p>Insert Header and footers</p> <p>Viewing a document</p> <p>Page set up of a document</p> <p>printing a document</p> <p>Working with tables and graphics</p> <p>Working with objects</p> <p>Mail merge and labels</p> <p>Spelling and grammar tools</p> <p>Autocorrect</p> <p>Auto text</p> <p>Auto format</p> <p>Inserting endnotes and footnotes</p> <p>Working with columns</p> <p>Inserting comments</p>	<p>25%</p>	<p>15</p>

	<p>Creating index and tables from the content of document</p> <p>Counting words</p> <p>Macros</p> <p>Saving document with passwords.</p> <p>Concept of workbook, worksheet, workspace</p> <p>Types of data</p> <p>Formatting workbook</p> <p>Conditional formatting</p> <p>Sorting Data</p>		
	<p>UNIT 3: MICROSOFT POWERPOINT</p> <p>Creating , browsing & saving Presentation</p> <p>Editing & formatting slides</p> <p>Linking multiple slides using hyperlinks and advance buttons</p> <p>Using slide layouts</p> <p>Adding notes to the slides</p> <p>Editing and formatting slides</p> <p>Working with slide masters</p> <p>Inserting objects on the slide</p> <p>Animating objects</p> <p>Slide transitions</p> <p>Choosing preset animations</p> <p>Triggering animations</p> <p>Applying sound effects to animation effects</p> <p>Playing videos</p>	<p>25%</p>	<p>10</p>

	Rehearsing timings Slide show Slide show options(using pen pointer, highlighter) Custom Show		
	UNIT 4: MICROSOFT ACCESS. Introduction to MS Access Features Utility		

Text Books:

Working with Personal Computer Software (2nd Ed.) – R.P.Soni, Harshal Arolkar,
Sonal Jain , Wiley –India Publications

Reference Book:

Office 2003 in simple steps- Dreamtech Press

Bachelor of Business Administration (BBA) Syllabus

SYLLABUS FOR SEMESTER 1 (FY BBA)

Elective Course- EC101 Introduction to Logic

Introduction:

Logic lies at the root of all rational action. Whether in daily life or in the practice of the most complicated of sciences and computing, logic remains the cornerstone on which human beings have created their civilization.

Objectives:

- To introduce the students to the basics of logic since logic trains the students' minds to think correctly and clearly, teaches them how to avoid the pitfalls in thinking, and to distinguish between right from the wrong methods of thinking.
- This knowledge will be applied in their academic, personal and cultural lives.
- Introduction to Logic will provide lessons that will help them in preparation of their careers, sharpen their intelligence, and open the joys in logical thinking.

UNIT	CONTENTS	WEIGHTAGE
1	LOGIC, LANGUAGE & REASONING	
	Introduction to the basic concepts of logic: Propositions, arguments, premises, conclusions, deductive and inductive arguments, validity and truth.	
	How to analyze arguments	
	Functions of language: Emotive and neutral language, ambiguity and disputes. Structure of definitions.	25%
	Fallacies and its types: relevance, defective induction, presumption, and ambiguity	
2	DEDUCTIVE LOGIC	25%
	Categorical propositions and the theory of deduction	

	Square of opposition	
	Visual logic	
	Syllogism in daily language and categorical syllogism	
	The basics of Symbolic logic	
	Basic methods of deduction	
3	INDUCTIVE LOGIC	
	Quantification and its methods	
	Analogical and Causal Reasoning	
	Understanding the scientific functions of Hypothesis	25%
4	LOGIC IN INDIAN & WESTERN PHILOSOPHICAL SYSTEMS	
	Basics of probability	
	Indian philosophy and the main schools of thought	25%
	Concept and tradition of logic in Indian philosophy	
	Introduction to the history of logic in Western thought	
	Comparing Indian and Western systems of Logic	

Recommended Books:

1. Introduction to Logic by Harry J. Gensler (Routledge Publisher)
2. Introductory Logic: Student (4th edition) by James B. Nance and Douglas J. Wilson (Canon Press)
3. Introduction to logic and switching theory by Nripendra Nath Biswas (Gordon and Breach Science Publishers)
4. Introduction to Logic (13th Edition) by Irving M. Copi and Carl Cohen Come
5. Let Us Reason: An Introduction to Logical Thinking by Ronald M. Brooks, Norman L. Geisler (Baker Academic)
6. A Consis Introduction to Logic by Patrick J. Hurley (Thomson)

Bachelor of Business Administration (BBA) Syllabus

SYLLABUS FOR SEMESTER I (F.Y BBA)

Elective Course- EC102 Modern Office Management(EC-102)

Contents:

Sr. No.	Topic	Weightage	Teaching Hrs.
1	Unit 1 :	25%	10
	Definition the office, function of office, activities of office, emergency of modern office an overview, office layout, objectives & principles of office layout and types of office layout.		
2	Unit 2 :	35%	14
	Office Management – Concept, need and importance, office manager – position manager, function and responsibility of office manager, administrative office management, communication – Oral and written, Internal and External communication network.		
3	Unit 3 :	25%	10
	Office Organization – Meaning, principles of organization, types of organization, process of delegation and decentralization of authority and responsibility relationship.		
4	Unit 4 :	15%	6
	Record Management – Purpose, Principle, Filing - characteristics of good filing, advantages and classification of files, methods of filing.		

Text Books:

- 1. Office Management by R.K. Chopra, Himalaya Publication**
- 2. Office Organization and Management by R.K. Chopra, Himalaya Publication.**

PARUL UNIVERSITY
CAREER DEVELOPMENT CENTRE
GERMAN 1
SEMESTER 1

Type of Course: German Language

Subject No 30

Lecture Contents

Sr. No.	Topic	Weightage	Teaching Hrs.
5.	Introduction	05%	02
	3. Introductory Session		
	4. History of the German language		
	5. Behavior of German People		
	6. Advice on studying German language		
6.	The Alphabet	10%	04
	1. Phonetics		
	2. Letters, rhyme, spell your full name		
	3. Punctuation		
	4. Accent, Stress on various alphabets		
7.	Speaking	25%	06
	Greetings		
	Courtesy titles		
	Introducing yourself Asking for one's name		
	What is your Hobby?		
	At the Restaurant		
	Time		
8.	Word Bank	30%	08
	1. Numbers, rank		
	2. Days of the week		
	3. Seasons		
	4. Months of the year		
	5. Colors		
	6. Profession and education		
	7. Fruits & vegetables		
	8. Names of dishes		
	9. Body parts		
	10. Action words		
9.	Grammar	30%	04
	1. Articles		
	2. Gender		

	3. 'W-' questions		
	4. Verb forms		
	Total	100%	24

Reference Books:

1. **Studio D A1** – Publication: Cornelson – Goyal Saab
2. **Dictionary:** English-German / German-English, For instance: Collins German Dictionary

Reference books:

3. Moment Mal 1 Textbook + Workbook + Glossary + 4 CDs by R Schmidt, Theo Scherling and M Muller, Langenscheidt publishing house
4. German Fast and Fun Way Book - Barron's, Goyal Saab
5. German in 30 days - Langenscheidt, Goyal Saab
6. German with Ease - ASSIMIL, Goyal Saab
7. Picture Dictionary – Renyi, Goyal Saab
8. Deutsch – Hindi wörterbuch, Goyal Saab

PARUL UNIVERSITY
CAREER DEVELOPMENT CENTRE

FRENCH - 1

SEMESTER 1

Type of Course: French Language

Subject No: 31

Lecture Contents

Sr. No.	Topic	Weightage	Teaching Hrs.
10.	Introduction	05%	04
	7. Introductory Session		
	8. History of the French language		
	9. Extent of the French language		
	10. Reasons to learn French		
	11. Book organization		
	12. Advice on studying French		
11.	The Alphabet	10%	04
	5. Phonetics		
	6. Letters		
	7. Punctuation		
	8. Acute accent, Grave accent, Tonic accent, Stress		
12.	Basic Salutations	25%	04
	1. Greetings		
	2. Good-byes		
	3. Names		
	4. Courtesy titles		
	5. Asking for one's name		
	6. Asking how one is doing?		
13.	Numbers & Dates	30%	08
	11. Cardinal Numbers		
	12. Ordinal Numbers		
	13. Days of the week		
	14. Seasons		
	15. Months of the year		
	16. Colors		
	17. Profession and education		
	18. Fruits and vegetables		
	19. Action words		
14.	Telling time	30%	04

	1. Time of the day		
	2. Asking for the time		
	Total	100%	24

Text Book:

1. Beginner's French by Catrine Carpenter (Author)
2. English-French / French-English / For Instance: Oxford Beginners French Dictionary

Reference Books:

3. French Fast And Easy Way Book With 4 CDs – Barron’s, Goyal Saab
4. French Made Easy Beginners Book with 2 CDs – Hachette, Goyal Saab
5. French with Ease Beginners Book with 4 CDs – ASSIMIL, Goyal Saab
6. French with Ease Intermediate Book with 4 CDs – ASSIMIL, Goyal Saab